

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE

ANNOUNCEMENT #: ARNGT 04-042

OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

OPENING DATE: 27 February 2004

CLOSING DATE: 15 March 2004

ANTICIPATED FILL DATE: 2 May 04

POSITION TITLE AND NUMBER

Human Resources Assistant (Military) (Exc Indef)
PDCN 70535000 MD #: 2342-43V

UNIT/ACTIVITY AND DUTY LOCATION

Btry B, 5/113 FA
NCARNG, Winston-Salem, NC

GRADE AND SALARY(Includes 10.09% Locality Pay)

GS-0203-05 \$26,195.00 - \$33, 179.00 (Trainee)

GS-0203-06 \$29,198.00 - \$36,194.00

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina Army National Guard, current military members of the North Carolina Army National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 919-664-6431/6172.

QUALIFICATION REQUIREMENT: Must have 6 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's to qualify at the GS-5 level or 9 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's to qualify at the GS-6 level . Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (WITH DATES) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 919-664-6172/6431.

1. Knowledge of basic rules, regulation, and policies which govern performance of the work.
2. Ability to communicate orally and in writing.
3. Knowledge of procedural processing of personnel transactions.
4. Skill in gathering information, data, and preparing reports.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG (Btry B, 5/113th FA) is mandatory in the CMF 71.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statements. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified).

PRINCIPAL DUTIES AND RESPONSIBILITIES: Incumbent is responsible for military personnel and administrative work for the unit. Advises supervisor of administrative eligibility requirements for personnel applying for training courses. Provides regulatory information and completes documentation required for actions such as fraudulent enlistment, involuntary order to active duty, conviction of military personnel by civilian authority, State Military Code violations, etc. Functions as the primary source of guidance and assistance to the unit commander and other members of the unit on military personnel matters, including application of rules, regulations, and procedures. Ensures the unit commander is advised of important changes in administrative and personnel regulations or directives. Initiates and/or completes personnel actions for the unit such as appointment packages, new member personnel in-processing, discharges, promotions, reductions, MOS assignments, and transfers. Completes enlisted efficiency reports. Assists unit leadership and members in the completion and processing of individual enlisted promotion packets. Compiles documents necessary for processing of formal and in-formal line of duty determinations. Maintains military personnel files for all assigned and attached personnel. Reviews and updates military personnel and mobilization records with unit members for daily operations and/or state and federal missions. Maintains required family-care plans. Ensures all pertinent and required data for unit members are current and properly coded into the automated reporting system. Maintains the unit reference library and publications account. Prepares and submits payrolls for inactive and active duty training including uniform allowances, supplemental and incapacitation payrolls. Researches and corrects pay discrepancies. Assists soldiers in gathering and submitting documentation necessary to receive educational and bonus incentives. Initiates requests for discharge and submission of SGLI benefits for deceased soldiers. Counsels soldiers and spouses on retirement options and benefits and processes forms as necessary. Posts publications, maintains files, posts updates, and changes. Functions as the unit file manager. Prepares a variety of reports, or correspondence, pertaining to unit status and operations such as strength reports, unit record of reserve training, replies to inspection reports and inquiries, etc. Receives and distributes incoming mail. Assists, as required, in training administration for the unit. Contacts organizations or individuals to arrange for use of facilities such as, small arms ranges, for training. Requests or ensures required training materials and training aids such as, ammunition, pieces of equipment, films, models of equipment, etc., are on hand. Assists unit members in the preparation of training and evaluation outlines, proper methods of instruction, obtaining reference material, and teaching aids. Prepares training schedules. Completes applications for service schools, officer candidate school, and correspondence courses. Assists in maintaining working relationships with local officials, clubs, etc., for a variety of purposes such as armory security coordination with police, suitability investigations, armory rental, unit participation in celebrations, or fund raising drives. Provides public information about the National Guard to appropriate agencies. Works with community organizations to obtain support for the National Guard. As directed, attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities. As required, assists in completing supply transactions for the unit in the absence of the Supply NCO/Technician. Requisitions, receives, stores, issues, and accounts for supplies and equipment such as rations, ammunition, fuel, clothing, office supplies, forms and publications, communications, equipment, small arms, tool sets, vehicles, etc. Posts, updates, and maintains, in current status, unit property records such as, hand receipts and equipment checklists. Initiates reports of survey when necessary and statements of charges for lost, damaged, or destroyed property. As directed, performs recruiting duties to maintain the unit at authorized strength. Assists the unit strength manager in developing and maintaining relationships with schools, community organizations, and other groups. Participates in school activities and civic activities such as "career days" for the purpose of informing individuals and groups of the benefits in joining the National Guard. In the absence of a janitorial staff, works with other assigned full time support personnel to care for, clean, and maintain the National Guard Armory, including lawn care and general user maintenance. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled indefinite. Individual selected may be terminated upon receipt of a 30-day notice. 6. Selected individual may be non-competitively converted to a permanent status if this position becomes permanently funded.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSSM-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974